



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF ENVIRONMENTAL SERVICES
LAND RESOURCES MANAGEMENT
SUBSURFACE SYSTEMS BUREAU

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095

Phone: (603) 271-3501 Fax: (603) 271-6588

website: <http://des.nh.gov/organization/divisions/water/ssb/index.htm>

For File Info: http://www2.des.state.nh.us/OneStop/Subsurface_Application_Approval_Query.aspx



SUBSURFACE SYSTEMS RESEARCH REQUEST FORM

| | | |
|-------------------------------|-------------------|----------------|
| Administrative Use Only | File Number (s): | # Copies Made: |
| | | Check No. |
| | Time to complete: | Amount: |
| | Initials: | |

To allow us to serve you better, please complete the following information about the property of interest. You may take and complete this form at home.

We have given you example answers in parenthesis. Please answer the following questions:

| Information Needed to Complete Request | Your Answer |
|---|-------------|
| What do you want us to provide to you? (e.g. copy of the septic system design) | |
| Indicate the Septic System Construction Approval Number (e.g. | |
| Number and Street or road name on which the property is located (e.g. King Lane): | |
| Town in which the property is located (e.g. Windham): | |
| Subdivision name in which the property is located (e.g. Royal Acres): | |
| Subdivision approval number for the property (this can be found on the NHDES Subsurface Systems Bureau Public website) (e.g. SA1990012354) | |
| Lot number of the property within the Subdivision (this can be found on the deed through the County Registry of Deeds Office) (e.g. 3) | |
| Tax map and Lot number of the property at the time of construction (this can be obtained from the Municipal Tax Office) (e.g. Tax map 12A, Lot 13) | |

THERE IS MORE ON PAGE 2 (OVER)→

| Information Needed to Complete Request | Your Answer |
|--|---|
| Name of the owner of the land, just prior to construction (e.g. Jonas Home Builders, LLC.) | |
| Year the structure was constructed (e.g. 1991) | |
| Name of the owner on the original building permit (e.g. Marlow W. Plante) | |
| Name of previous owner(s) and years owned (chain of ownership) (e.g. David J. Smith, Jr. 1975-1981) | |
| Indicate the type of structure on the property (check all that apply): | <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential |
| If Commercial or Industrial, name(s) of previous operations that have done business on the property (e.g. Carl's Auto Repair) | |
| Any other information that you think may help us satisfy your request | |

Contact Info:

Requestor Name:

Email Address (your documents will be sent here):

Fax Number or NA:

Telephone Number:

Mailing Address (number, street, city, state and zip code)

Please note that LRM-SSB will email scanned copies of documents to the email address above. LRM-SSB will charge you a fee if we need to copy and/or mail documents to satisfy your request.

When you have completed this form, scan, fax or mail it to:

NHDES Subsurface Systems Bureau
 29 Hazen Drive; PO Box 95
 Concord, NH 03302-0095
 (603) 271-3501
 (603) 271-6683 (fax)
jo-ann.mckenney@des.nh.gov

HOW TO DO YOUR OWN RESEARCH ON LOT HISTORY

It is likely you can find the information you need to answer your questions by reviewing the records already available to you. NH realtors, state and municipal agencies and citizens routinely use the following websites to develop lot history information.

The majority of this information is available through:

- the County Registry of Deeds Office (www.nhdeeds.com)
- the previous owner of the property
- The Municipal Tax Assessor's Office in your city/town or on the following web sites
 - o See <http://www.vgsi.com/vision/Applications/ParcelData/NH/Home.aspx>
 - o See <http://avitarofneinc.com/online.html>
- Internet Parcel Mapping Services on the web
 - o See <http://www.caigisonline.com>
- the NHDES Subsurface Systems Bureau Public website
 - o See http://www2.des.state.nh.us/OneStop/Subsurface_Application_Approval_Queue.aspx